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Security Information
OFFICE OF GENERAL SERVICES

REPORT OF OPERATIONS

TO : Chief, General Services

FROM : Chief, Records Management & Distribution Branch

SUBJECT: Monthly Report of Operations for the period ending
31 July 1953

A. Personnel

	On Duty	Vacancies	In Process
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Office of Chief
Rcds. Mgt. Section
Rcds. Center Section
Mail Control Section

1. No. on leave three days or more:

Records Mgt. Section-	13	25X9A2
Mail Control Section-	24	
Records Center Sec.-	6	

2. No. on special detail out of office 1. How long?

Records Mgt. Section-	0
Records Center Section-	0
Mail Control Section-	1

3. Where: One man in Transportation Division as full time courier.

4. No. pending resignation, transfer and/or reassignment:

Records Management Section-	0
Records Center	- 0
Mail Control	- 15

25X1A9a

5. Specific cases on item 4 not in previous reports.

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6. New applicants interviewed 3. Recruited by Personnel 3.
Recruited by this office -.

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NO CHANGE in Class. ☐

~~DECLASSIFIED~~

CLASS. CHANGED TO: TS S C

DATE: 4 Apr 77

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Date: 24/03/78 by: 008

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B. Administration and Problems

Records Management Section - A records survey of the General Services Office was undertaken starting with the Machine Records Branch of the Records Services Division. As of the end of the month, the records of the Machine Records Branch had been inventoried and a tentative disposition schedule prepared. We are now in process of obtaining the necessary concurrences of other affected offices. The standard filing system was installed for the correspondence records of the office. Installation of the filing system in the Space, Maintenance and Facilities Division is now in process.

25X1A9a The Office of Inspection and Security has appointed a full time Area Records Officer. Their tentative selection was [redacted] who attended the Records Management Training Course. 25X1A9a
25X1A9a Subsequently, it was decided that [redacted] would be retained on his present duties and [redacted] should be appointed to the position. [redacted] will not actively undertake a records management program for the office until his replacement is on duty sometime during the latter part of August. 25X1A9a

The report on the survey of the Records Integration Staff and the Western Hemisphere Division of FI was completed and ten copies were submitted to [redacted]

25X1A9a

To date, participation in the vital materials program by the Office of Training has been very limited. However, we have now been informed that beginning this month, they are ready to undertake a fully adequate program.

Records Center Section - A Project Review Committee submittal, requesting the construction of an Agency Records Center, has been prepared and is ready for presentation.

The Personnel Office has agreed to Records Center storage of personnel folders for separated employees. Five cabinets of folders have been transferred and it is expected that approximately 20 more (total of 150 boxes) will be forwarded in the next 30 to 60 days.

Much of the activity of Center operations was directed toward planning for expansion into the [redacted]. Early in the month, renovation plans for the building were drawn up and approved by the I&S Office. This work was about completed by the end of the month. It will be possible to begin moving records into the building on 6 August. 25X1A6a

Center personnel worked out floor layout plans for the storage of palletized records in the Warehouse. They also completed an inventory of the inactive records in custody that could be stored in such a manner.

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Mail Control Section - The Mail Control Section assumed the responsibility of transporting the classified trash from the Reproduction Plant [REDACTED] to the Office of Inspection and Security vault in "I" Building.

A questionnaire was developed and circulated requesting information regarding requirements of the various Registeries for overtime courier service. This information will be used in reducing the courier overtime to the minimum needed to fulfill service requirements.

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C. PROJECT STATUS REPORT

Project 1-53 - Records Management Survey of the
Office of the Director.

No further action pending a reply to report
submitted 8 April 1953.

Project 3-53 - Preparation of a comprehensive schedule
for the disposition of fiscal records.

A tentative disposition schedule (exclusive of
the Finance Division) was submitted in June 1953
for approval. Action is now being delayed pending
completion of a schedule for the Finance Division.
Two branches of the Finance Division have been in-
ventoried with the assistance of analysts from this
office. Further progress is being delayed pending
the availability of the Area Records Officer who is
working on another assignment, and completion of a
move involving two branches.

Project 4-53 - Records Survey of the Office of Operations.

The survey of the headquarter's records of OO/C and
three field offices [REDACTED]
has been completed.

25X1A6a

Project 5-53 - Rewriting of CIA Correspondence Manual.

No action this month due to other priority assignments
given the responsible analyst since his completion of
the Basic Intelligence Course on 10 July.

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E. WORK IMPROVEMENT PROJECTS

Project 4-53 - Preparation of Handbook setting forth procedures of the Mail Room. Courier service and messenger personnel of the Mail Control Section.

Work on the Handbook is progressing and is estimated to be 25 % complete.

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MONTHLY REPORT - MAIL CONTROL SECTION

	<u>THIS MONTH</u>	<u>TO DATE*</u>
1. <u>INCOMING MAIL:</u>		
(a) Delivery by Post Office	23,927	23,927
(b) Picked up from Post Office by courier	1,692	1,692
(c) Picked up from City by courier	6,146	6,146
(d) Letters:		
Reviewed	5,350	5,350
Recorded	0	0
(e) Undeliverable (held in Mail Room)	8	8
2. <u>OUTGOING MAIL:</u>		
(a) Picked up by Post Office	14,159	14,159
(b) Deposited in Post Office by courier	13,650	13,650
(c) City Deliveries	6,894	6,894
(d) Penalty Indicia Used		
(1) CIA	2,407	2,407
(2) [REDACTED]	4,936	4,936
(3) SSU	1	1
(e) Postage Expended	\$3,626.89	\$3,626.89
3. <u>COURIER SERVICE:</u>		
(a) Scheduled Trips	1,098	1,098
(b) Special Trips - Within Agency	219	219
(1) Delivered by foot	128	128
(2) Delivered by vehicle	91	91
(c) Other Agencies	127	127
(d) Trips outside area	9	9
(1) Total time	223 hrs. 23 min.	223 hrs. 23 min.
4. <u>FILE ACTIVITY:</u>		
(a) Checking courier receipts	34	34
(1) Total time	10 hrs. 45 min.	10 hrs. 45 min.
(b) Requests for Administrative Files	13	13
(1) Requests filled	10	10
(2) Requests unfilled	3	3
5. <u>Recruitment:</u>		
(a) Couriers	2	2
(b) Mail Clerks	0	0
(c) Messengers	0	0
6. <u>SEPARATIONS:</u>		
(a) Couriers	1	1
(b) Mail Clerks	0	0
(c) Messengers	1	1

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MONTHLY REPORT - DISTRIBUTION

DATE July 1953

THIS MONTH TO DATE*

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1. INTELLIGENCE & INFORMATION REPORTS

a. Request for Supplemental Distribution	208	425	425
b. Intelligence Reports:			
Received (Copies 4,626)	1,650	261	261
Distributed (Copies 1,212)	828	686	686
Returned (Copies 748)	0	351	351
c. Information Reports			
Received (Copies 4,382)	-	4,382	4,382
Distributed (Copies 7,756)	1,780	1,521	1,521

2. ADMINISTRATIVE ISSUANCES

a. Request for Supplemental Distribution	45	53	53
b. Regulations			
(1) Initial Distribution			
(Copies 3,191)	4	13	13
(2) Supplemental Distribution			
(Copies 461)	292	121	121
c. Notices			
(1) Initial Distribution			
(Copies 3,685)	21	9	9
(2) Supplemental Distribution			
(Copies 159)	203	40	40
d. Other			
(1) Initial Distribution			
(Copies 5,708)	2	3	3
(2) Supplemental Distribution			
(Copies 31)	8	4	4

* The totals in the "TO DATE" column will revert to 0 at the end of each fiscal year and, starting with July 1952, will always reflect cumulative totals for the fiscal year of the report.

** The July through September total of information reports received- is included in the total of Intelligence Reports received.

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1. Records Storage (all figures in
 cubic feet)

(a) Received	133	133
(b) Destroyed	2	21
(c) Storage Space: (Total)	7,600	
Records	3,383	
Dist. Material	3,370	
Committed	847	
Available	0	

2. Records Reference

(a) Service Requests	171	171
(b) Items on Requests	475	475

3. Inter-Agency Reference Service

(a) Requests

* The totals in the "To Date " column will revert to 0 at the end of each fiscal year and after June 1952, will always reflect the cumulative totals for the fiscal year of the report.

MICROFILM PROJECTS
JULY 1953

	<u>THIS MONTH</u>	<u>TO DATE</u>
1. <u>Projects Pending</u>		
a. Entire Records Group	3	
b. Record Group Accretions	0	
2. Projects in Process and Completed		
a. Entire Records Group		
(1) In Process	0	
(2) Completed	3	3
b. Records Group Accretions		
(1) In Process	0	
(2) Completed	0	
c. Images Filmed (Total)	6,088	6,088
(1) Rotary Camera	3,777	3,777
(2) Flatbed Camera	2,311	2,311
d. Reels (100 ft.)		
(1) In Process	2	
(2) To Be Reviewed	2	
(3) Reviewed	5	5

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